

INTERNSHIP APPLICATION



Office of Senator Richard J. Durbin
Illinois

INTERNSHIP OPPORTUNITIES

Thank you very much for your interest in the internship opportunities available in Senator Durbin's Chicago District Office.

Our internship program is unique in many ways. We try to match an intern's skills with the needs of our office. In the time you spend here, you will experience much of what we do on a day-to-day basis. You will assist staff in matters involving federal agencies, work with our press and scheduling offices and help to manage our front desk. Not every assignment will be fun or glamorous, but we hope this experience will be useful in your course of study or as you choose your own career path.

Our interns are an integral and appreciated part of our office. We work hard to ensure that interns leave here with a working knowledge of government affairs. We also realize it is important for participants to have accomplished individual goals. There are many fun and interesting aspects to the program and you will have the opportunity to explore your own interests.

At times, you will find yourself immersed in political debate and discussion, and you will be challenged to think and work independently. Our staff is very close and you will inevitably get to know many of the staff members well. As in any work environment, interns are expected to work hard and act professionally at all times. We are excited to have you with us and hope you take advantage of this great opportunity.

APPLICATION PROCESS

Please complete all sections of the application. All requested materials must be submitted together.

To be considered for an internship, the application must include:

- Cover letter describing why you would like to intern in the Office of Senator Durbin
- Internship Application Form
- Current Resume with two references (business/academic or personal)
- One page writing sample, not more than 250 words (Topic: Importance of Public Service)
- Two letters of recommendation
- Copy of unofficial transcript

SESSION DATES AND APPLICATION DEADLINES

Fall Session 2007 (September 4th –January 4th)

- *Application deadline: August 1st, 2007*

Spring Session 2008 (January 7th-May 9th)

- *Application deadline: November 15, 2007*

Summer Session I 2008 (May 12th-July 4th)

- *Application deadline: March 14, 2008*

Summer Session II 2008 (July 4th-August 29th)

- *Application deadline: March 14, 2008*

FUNDING

This internship is unpaid.

COMPLETED APPLICATIONS

Please submit your completed application and materials to the office in which you would like to intern. Contact information is as below:

Washington D.C. Office

Ms. Erin Collinson, Intern Coordinator
Office of U.S. Sen. Richard J. Durbin
309 Hart Senate Office Building
Washington, DC 20510
phone: (202) 224-2152
fax: (202) 228-0400

Chicago Office

Ms. Lauren Behan, Intern Coordinator
Office of U.S. Sen. Richard J. Durbin
230 South Dearborn, Suite 3892
Chicago, IL 60604
phone: (312) 353-4952
fax: (312) 353-0150

Springfield Office

Ms. Sara Nelson, Intern Coordinator
Office of U.S. Sen. Richard J. Durbin
525 S. 8th Street
Springfield, IL 62703
phone: (217) 492-4062
fax: (217) 492-4382

Marion Office

Ms. Donna Eastman, Intern Coordinator
Office of U.S. Sen. Richard J. Durbin
701 N. Court Street
Marion, IL 62959
phone: (618) 998-8812
fax: (618) 997-0176



UNITED STATES SENATOR ★ ILLINOIS
RICHARD J. DURBIN

309 Hart Senate Office Building, Washington, DC 20510 (202) 224-2152

Personal Information

Name: _____ Date of Birth: _____

Permanent Address: _____ Phone: _____

Current Address: _____ Phone: _____

Are you a registered voter? Yes _____ No _____ If yes, in which state? _____

Social Security Number (Optional): _____

Relevant experience (e.g. campaign, politics, government): _____

Areas of Interest: _____

Extracurricular activities: _____

How did you hear about this internship program? _____

Education

High School: _____ Graduation Date: _____

College: _____ Graduation Date: _____

• Major/Minor: _____ GPA: _____

Graduate/Law School: _____ Graduation Date: _____

• Major/Minor: _____ GPA: _____

Languages spoken (indicate degree of fluency): _____



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Will high school/college credit be earned through this internship? Yes:_____ No:_____

If yes, please complete the following:

Professor:_____ Phone Number:_____

Course Name:_____ Total Credits Earned:_____

As internships in this office are unpaid, do you plan on receiving an outside stipend or scholarship for your internship?

If yes, please list your possible sponsor: _____

Office and session you are applying for:

(If you are applying for more than one session, number your choices in order of preference)

	Fall	Spring	Summer I	Summer II
Washington, D.C.:	_____	_____	_____	_____
Chicago:	_____	_____	_____	_____
Springfield:	_____	_____	_____	_____
Marion:	_____	_____	_____	_____

Dates Available: ____/____/____ through ____/____/____

Hours
Available:

Monday: _____ to _____

Thursday: _____ to _____

Tuesday: _____ to _____

Friday: _____ to _____

Wednesday: _____ to _____



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Disclosure

Have any disciplinary or administrative actions (ex. probation, suspension, expulsion) been taken against you by your school or are any pending?

Yes_____ No_____

Have you ever been convicted of a felony or misdemeanor offense?

Yes_____ No_____

If you answered "Yes" to any questions above, please provide an explanation on a separate page.

Certification

My statements on this form and on all of my application materials are true to the best of my knowledge and belief. I understand that knowingly making false statements will lead to the rejection of my application or removal from the internship program.

Signature:_____ Date:_____